



ADS-4

FBIS-6416-88
7 March 1988

MEMORANDUM FOR: Chief, EAA

FROM:

[redacted]
Chief, Administrative Staff, FBIS

SUBJECT: Establishing an EAA Facility [redacted]

1. This memorandum is to document our discussions on 29 February 1988 where we pointed out the need for an EAA facility to serve the approximately [redacted] Agency employees now resident at the [redacted]. Noting that the EAA has requested space [redacted] we suggested that EAA should establish some minimal functions now. We would do our best to assist them in finding space.

2. The [redacted] and especially FBIS, has a great and continuing need for mail facilities on the compound, which we believe could effectively be handled by the EAA. FBIS sends out daily the second largest volume of outgoing postal and other mail of all Agency components. At present, we spend a good deal of resources daily to deliver outgoing materials to the local Post Office, to contractors for UPS, and express courier companies such as DHL and Federal Express. If EAA were to set up a mail facility on compound for outgoing materials, we believe our volume alone would be sufficient to warrant the facility. These same services would, of course, be available for all employees [redacted]

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SUBJECT: Establishing an EAA Facility [REDACTED]

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4. We ask that you give these proposals your very prompt and favorable attention. The services the EAA could render would be of great help to FBIS, and an asset to the [REDACTED] as a whole.

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C/REG/AS/FBIS/DS&T, [REDACTED]

/29 Feb 88

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